

Shipra Rana

Business Analyst



shiprarana98@gmail.com



<https://www.linkedin.com/in/shiprarana1/>



7310996956



Delhi, India

Profile Summary -

- Innovative Business Analyst, skilled at enhancing and optimizing business processes to ensure growth and success. Possess strong interpersonal and time management skills which help in prioritizing workload to meet deadlines.
- Experienced with analyzing internal workflow process to identify areas of enhancement, ability to identify fine points of data, developing and implementing business development plans, and assessing business requirements.
- Well versed in GAP Analysis to compare the present state of the business with a conceptual, desired future state. Performed AS-IS and To-Be/Future State Assessment. Ability to influence stakeholders and work closely with them to determine acceptable solutions.
- Business Skills: - Requirement Gathering, Requirement Analysis, Data Analysis, Business Workflows, Business Analysis, Use Cases, Flow diagrams, Business Planning, BRD/URD, Solution Designs, Business Planning, Gap Analysis, User Manuals, Report Writing, UAT
- Interpersonal Skills: - Oral and Written Communication, Time Management, Result Oriented, Decision Making, Leadership, Teamwork, Learner, Self-organized, Confident, Optimistic, Problem Solver, Innovative, Observation

Professional Experience -

Business Analyst

ConsultAdd Inc, Pune, India

Mar 2019 - Present

- Worked on a project named Log1, gathered requirements from business stakeholders and performed process analysis. Executed data-driven solutions to increase efficiency, accuracy to complex business problems.
- Interacted with multiple departments and staff members of all levels of company at different stages of the SDLC.
- Received incoming calls from clients, dealers, and customers, respond promptly and professionally.
- Worked on analysis of the technical specifications of the current system and the future state by performing Gap analysis. Reviewed title documents to determine if a correction is warranted and process necessary correction.
- Documented reports like BRDs, FRD, SRS, Featured Documents, MOMs & User Manuals, and elicited business requirements from client by writing user stories resulting in a clearer, more detailed, and more complete understanding of project deliverables.
- Worked on data manipulation, analytics, SQL, Tableau, Excel, and data analysis, writing SQL queries, development of regression models, data visualizations, and customized software solutions.
- Coordinated with Sprint planning, sprint ceremonies, sprint backlog, product backlog, daily Standups, sprint retrospectives, sprint Demos, story Grooming, and release Planning retrospectives meeting.
- Worked on creating Use Case diagrams, Activity Diagrams, Class Diagram, Sequence Diagrams, User Stories, Wireframing, Mockups and Prototyping. Design test plan and test cases for User Acceptance Testing UAT.
- Involved in entering and updating Issues (Epics, Stories, Tasks), created dashboards, product roadmaps, scope, timeline for product lifecycle and used JQL filters to filter out the data as per the need onto JIRA Agile application.



Intern

Bharat Heavy Electricals Limited

Jun 2018 - Jul 2018

- Technologies: Study of CNC, PLC and Drives of CNC & Electronic controlled Machine Tools



Project Management Intern

Dhandeeshwar Export and Import

Mar 2018 - May 2018

- Worked on the field - Readymade garments. Did Brainstorming sessions with team and Manager.
- Research for a new designing trends in the market. Came up with a detailed report containing manufacturers and their price quotes. Analyzed the latest trends in the products in the foreign markets and prepared several reports.

Education -



Krishna Institute of Engineering & Technology

Bachelor of Technology - BTech, Electronics and Communications

2019

- ⊙ Worked on two Major projects in my Bachelor of Technology (Rainfall Energy Harvester Power Generation Project)
- ⊙ Led the Dance Group "Kommotion" and went IIT Delhi and IIT Roorkee for Dance Competition

Skillset -

⊙ SQL

⊙ Excel

⊙ Data Mapping & Report Building

Shipra Rana

Business Analyst

- ⦿ Wireframes and Mockups
- ⦿ JIRA
- ⦿ Business Analysis
- ⦿ SDLC Process
- ⦿ Microsoft Visio
- ⦿ UAT
- ⦿ SAS
- ⦿ Agile Methodology
- ⦿ Tableau and Data Visualization
- ⦿ MS Office Suite
- ⦿ Workflow, Use Case and Activity Diagrams
- ⦿ Requirement Gathering/ Elicitation